

# Monday Message

Nov. 25, 2024



Dear all,

I hope the week includes time for good food, family and friends; bringing warmth to your heart and home. As we look to the home stretch of an incredibly successful semester, I ask that folks reach out to our students to ensure they are registered for spring semester and on track with their plans-of-study and degree pursuit goals.

December will be packed with culminating academic and co-curricular activities and events. Please do support our campus community by participating and attending, making time to enjoy the season.

Go Warriors!

Cynthia Pemberton, Ed.D.  
President

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## Announcements

- **Admin Building Closed Nov. 25-27:** The Administration Building will be offline Nov. 25-27 as an electrical panel is upgraded. During this time, the electricity to the building will be shut off. Supervisors of employees who reside within the Admin Building have been notified and will provide information regarding relocation or remote work options. Those who need to interact with Admin Building offices during this time are advised to coordinate work needs in advance or remotely.
  - The **cashier's window** in the Administration Building will be closed due to the building shutdown the week of Nov. 25-29. The Controller's office requests that departments hold their deposits in a secure location during that week and deliver them by 11:30 a.m. on Monday, Dec. 2. This will allow staff to still get them posted into November before closing the month.
  - **Accounts Payable** will be unable to process checks during the week of Nov. 25-29 due to the Administration Building shutdown. Normal processing of AP and Travel will resume on Monday, Dec. 2.
- **Certificate of Insurance (COI):** If a third party requests proof of LC State's insurance coverage, please refer to this [website](#) for the updated process. Divisions/departments complete a form that now goes directly to Idaho Risk Management. If you have any questions please reach out to Administrative Services x2240.
- **Fidelity:** Just a friendly reminder that your Idaho Optional Retirement Plan is moving to Fidelity. Beginning on Nov. 22, at 1 p.m., you will no longer have access to your Idaho Optional Retirement Plan mutual fund account at Corebridge or TIAA. Your mutual fund balance will transfer on Dec. 3, from Corebridge and on Dec. 4, from TIAA. You will be able to access your Idaho Optional Retirement Plan account at Fidelity during the week of Dec. 22. To stay updated, please visit the transition website at [www.myfidelitysite.com/ISBOE](http://www.myfidelitysite.com/ISBOE).
- **FLSA Update:** On Nov. 15, a federal judge in Texas ruled to block the Biden administration's proposed revisions to overtime rules under the Fair Labor Standards Act (FLSA). If enacted as proposed, the FLSA changes were set to take effect on Jan. 1, 2025, and would have impacted the minimum salary threshold for exempt employees, with automatic adjustments every three years. As a result of the November ruling, FLSA salary adjustment considerations have been suspended.
- **Holiday Cards:**
  - **6th Annual LC State Holiday Card Voting:** Students in the Graphic Communications program have designed holiday cards for the college and need your help in selecting the winner. [Click here](#) to view the entries and to vote. Voting closes Nov. 29.
  - **Personalized Photo Holiday Cards:** Are you sending out photo holiday cards to family and friends? [Check out the options](#) from the Graphic Communications printshop. Design students have come up with nine different templates. To see the templates please stop by

SGC 113 or download the [order form](#). Contact Graphic Communications at [cpms@lcsc.edu](mailto:cpms@lcsc.edu) or 208-792-2252 to order or if you have any questions.

- **KinderCollege Book Drive:** KinderCollege is hosting a book drive until Dec. 13 and is collecting gently used or new children's books to gift one to each KinderCollege student. Any remaining books will be added to our classroom libraries or donated to the Northwest Children's Home. Contact Abby to donate at [aawoolery@lcsc.edu](mailto:aawoolery@lcsc.edu) or ext. 2254.
- **PDT Payoff:** Register for Professional Development Training (PDT) or Wellness events to earn points through our special system. Each session and event is an opportunity to climb the leaderboard. The top 10 scorers will be entered for a chance to win an exclusive prize at this year's Winter Revels! Visit [HR's PDT/Wellness Website](#) to learn more. PDT Payoff is brought to you by the Offices of the President and Human Resources.
- **Performance Evaluations:** This year's Employee Performance Evaluation forms for Classified and Professional staff have been released and can be found on the [HR Website](#). This year, an updated job description is required to be sent with all evaluation forms for Classified and Professional staff. In alignment with best practices observed at colleges and universities across the country, LC State staff (CSO optional) are asked to submit an updated resume along with their performance evaluation so that we have the most current copy in the personnel files. All evaluations for Classified and Professional staff should be emailed to the HR Office no later than Jan. 31. For questions email [hr@lcsc.edu](mailto:hr@lcsc.edu).
- **SUB/CSL Hours:** Sodexo will be closed for Thanksgiving Break on Nov. 23-30. The SUB/CSL will be closed Nov. 23-24 and Nov. 28-30. Normal hours will resume Dec. 1.
- **WarriorWear** will be open normal hours (9 a.m.-5 p.m.) Monday and Tuesday this week, and closing early Wednesday at 2 p.m. Visit [LCStateBookstore.com](http://LCStateBookstore.com) this Friday through Sunday to take advantage of the Black Friday Sale for 25% off! WarriorWear wishes everyone a great holiday weekend!

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## Events

Keep up on events and activities through the [Campus Calendar](#) and the [Do More App](#)

- **Nov. 26 – Home Athletic Events** – The Warrior women's and men's basketball teams will play Walla Walla University on Tuesday, Nov. 26, at 5 p.m. and 7 p.m., respectively, at the P1FCU Activity Center. The third annual teddy bear toss, sponsored by P1FCU, will take place during halftime of the women's game. Bring a new furry friend to donate. For more information visit [www.lcwarriors.com](http://www.lcwarriors.com).
  - **Dec. 7 – Craft Fair** – The ASLCSC Craft Fair, a campus [Signature Event](#), will be held on Saturday, Dec. 7, from 9 a.m.-3 p.m. at the P1FCU Activity Center. Learn more about the [Craft Fair](#).
  - **Dec. 11 – Winter Spirit** – The LC State Alumni Association invites you to attend LC State Night at Winter Spirit at Locomotive Park in Lewiston on Wednesday, Dec. 11, from 4:30-6 p.m. Bring friends and family to enjoy a warm cup of hot chocolate or apple cider, savor a cookie, and take in the light display. The Center for Arts & History will offer an ornament-making station, and LC State student-athletes will be there to join in the festivities. Catch a live performance by the Warrior Dance and Cheer team at 5:15 p.m.! While you're there, be sure to admire the "Warrior Tree" decorated by LC State faculty, staff, and students. This event is open to everyone, so you don't need to be an alum to join the fun!
  - **Dec. 13 – Winter Revels** – LC State's annual holiday celebration (and the culminating fall [Signature Event](#)) will be held from 4-6 p.m. on Friday, Dec. 13. For an accurate food count, please [register by Dec. 6](#). The winner of the PDT Payoff will be drawn between 4:30-5 p.m. and you must be present to win. Winter Revels is a time to mingle with full- and part-time, non-student staff, faculty, and our wonderful supporters from the WAA, Alumni Board, and Foundation Board. Student employees will be celebrated during Student Employee Appreciation Week in the spring. Please note: The Golden Throne high school basketball games (between Lewiston and Clarkston High Schools) occur later that same evening. It is recommended to park on the 4th street side of campus because of the volume of traffic that occurs for the games.
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## News & Features

Stay current on LC State news at [www.lcsc.edu/news](http://www.lcsc.edu/news)

- [Warrior Athletics to Host Teddy Bear Toss](#)
- [Gordon Goes Out an All-American, LC State Men Place 13th at Nationals](#)
- [Warrior Women's Cross Country Places 19th at National Championships](#)
- [Center for Arts & History to showcase two new exhibits](#)

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**Song for the Week:** "[Sweet Potato Pie](#)" by Ray Charles and James Taylor

